CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR	FILE LOCATION	RETENTION	ARCHIVE	ARCHIVE
		COMPLETION	(Office No.)	PERIOD	LOCATION	PERIOD
Acquisition - Credit Card (CC)	Credit Card (CC) Purchase	Credit Card	Original and Electronic	End of Project	N/A	N/A
KDP-P-1170-BASIC	Record Form	Coordinator	Media/PCC Rm 3084			
	Credit Card (CC) Purchase	Requester	Original and Electronic	End of Project	N/A	N/A
	Record Form		Media/PCC Rm 3084			
	Credit Card Log	Credit Card	Original and Electronic	End of Project	N/A	N/A
		Coordinator	Media/PCC Rm 3084			
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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM

Content Revised: 2/27/98

KDP-KSC-F-1147
Rev: Basic